

Berrien County Board of Commissioners

Finance Committee Minutes

Tuesday, March 12, 2020

Kenneth L. Wendzel Conference Room

Finance Committee Attendance:

Commissioner Mamie L. Yarbrough – Chairperson	Present
Commissioner Robert P. Harrison – Vice-Chairman	Present
Commissioner Jon Hinkelman	Present
Commissioner Ezra Scott	Present

Others Present: County Administrator Bill Wolf, Secretary Stephanie Carlson, Chairman R. McKinley Elliott, Community Development Director Dan Fette, Financial Services Director Doug James, Printing & Binding Manager Juli Corcoran, Accounting Coordinator Cheri Vance, Information Systems Director Chris Swihart, Herald Palladium Reporter Louise Wrege.

Public Comments: None

Q&A Administrator/Board Chair:

Administrator Wolf briefed the committee on a letter received from VanOverbeke Michaud & Timmony, P.C. regarding having a Pension Review. He said the cost would be under \$5,000 and would come out of the Pension Fund. The committee agreed by consensus to move forward with having a review. Chairman Elliott informed the committee he talked to former Judge Dewane and he is available on an interim basis until a new Corporate Counsel is hired, but he said it needs to be formalized. There was a brief discussion about cyber-attacks and Bill said he has talked to Chris Swihart and that we are as prepared as we can be to protect our staff.

Appointments:

Dan Fette briefed the committee on **Resolution F2003202** and **F2003203**. These resolutions are amendments to the resolutions for bond refunding for Berrien Springs #29 and Coloma #30 Public Works Projects presented last week. The resolutions were signed by all present.

Doug James informed the committee that because the Treasurer position will be vacated as of April 5th, signature changes will be made to Shelly Weich and that from April 2 – 7th we will not be able to issue any checks. Once it is determined who the new Treasurer will be, the permanent signature changes will be made.

Chris Swihart gave an update on the projects in process for his department and answered questions from the committee.

Bid Openings: Cheri Vance opened the following bids:

Bid 2020-007 - This bid was for an Envelope Printer for the Printing Department. Commissioner Scott motioned to refer the bids back to the department for review and to

report back which way they go depending on their needs, supported by Commissioner Harrison. Motion carried.

Bid 2020-008 – This bid was for chloride for the Road Department. There was only one bid and Commissioner Scott motioned to refer the bid back to the department with the approval to move forward with the bid if it meets specifications and requirements. In addition we authorize the County Administrator to execute the subsequent contract associated with this bid and any contract modifications up to \$5,000, supported by Commissioner Harrison. Motion carried.

Bid 2020-009 - This bid was for hot melt crack filler for the Road Department. Commissioner Harrison motioned to refer the bids to the department with the approval to move forward with the lowest bidder if they meet specifications and requirements, however recognizing that the best qualified bid can move forward. In addition we authorize the County Administrator to execute the subsequent contract associated with this bid and any contract modifications up to \$5,000, supported by Commissioner Scott. Motion carried.

Bid 2020-010 – This bid was for bridge inspections for the Road Department. Commissioner Scott motioned to refer the bids back to the department with the approval to move forward with the lowest bidder if they meet specifications and requirements, however recognizing that the best qualified bid can move forward. In addition we authorize the County Administrator to execute the subsequent contract associated with this bid and any contract modifications up to \$5,000, supported by Commissioner Harrison. Motion carried.

Minutes Approval:

Commissioner Harrison motioned to approve the minutes from March 5, 2020, supported by Commissioner Scott. Motion carried.

Resolutions signed by Committee:

F2003022 – Weekly Bills Resolution

F2003202 – Amended Refund Bond Berrien Springs #29

F2003203 – Amended Refund Bond Coloma #30

Meeting Adjourned: 10:22

Respectfully submitted,

Stephanie Carlson
Financial Services